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Series: Questions of Concern to Management  
~~Approved For Release 2002/02/11 : CIA-RDP73-00099A000200050024-7~~

Tab B  
all Draft

QUESTION III: HOW WOULD THE NECESSARY MICROFILMING  
PROGRAM BE CARRIED OUT AND HOW LARGE  
A JOB IS IT?

FOUR BASIC STEPS to the Microfilming Program:

1. Determine the number of cubic feet of records which must be filmed.

Using the formula provided in the first paper of this series ("Question I"), compute the amount of space which must be saved through microfilming. Add to this figure one-seventieth of its value (representing the space required to store the microfilm). The result is the number of cubic feet of records which must be filmed. (The Board will perform this step.)

2. Select files for filming which are suitable by nature, volume, and use characteristics.

File selection is to be done by the component concerned and the Directorate Records Management Officer. Coordination within the Agency will be effected by the Directorate Records Management Officer through the Board.

3. Plan systems for conversion from hardcopy to film, for maintenance of the system once established, and for usage of filmed files by the sponsoring component, including acquisition of film viewer/copier devices.

The sponsoring component will perform this planning; the plan will then be coordinated with the Directorate Records Management Officer.

4. Implement the microfilming systems.

Implementation will be carried out by the sponsoring component with assistance from the Records Center and the Printing Services Division, OL.

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SCOPE OF THE TASK:

1. Phases of the Filming Process:

- a) Prepare file for camera. (Remove clips and staples, establish controls, etc.)

Rate: one clerk per three cameras.

- b) Operate the camera.

Rotary camera (automatic feed)-Rate: 14,000 pages/day  
(or 7 cu.ft. per day)

Flat-Bed camera (manual feed)-Rate: 3,000 pages/day  
(or 1 1/2 cu.ft. per day)

- c) Develop (and copy) film. (An automatic process on PSD equipment)

Rate: 5 reels of film per hour.

- d) Post-Process Handling. (Check film quality, label and index, store film and process file for destruction.)

Rate: one clerk per three cameras.

2. Example of scope:\*

To film, for example, 3,500 cu.ft. of records per year:

Rate:

One year @ 250 work days/3,500 cu.ft.  
workload = 14 cu.ft. per day.

Camera Requipement:

Three rotary cameras and one flat-bed camera.

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\*Assumes filming to be done centrally...by the Records Center and/or Printer Services Division.

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Manpower:

|                       |             |
|-----------------------|-------------|
| Pre-process handling  | 1           |
| Camera Operators      | 3           |
| Film development      | 1           |
| Post-process handling | 1           |
| Overhead              | <u>1</u>    |
|                       | 7 Man Years |

Filming Cost:

3,500 cu.ft. @ \$20\* per cu.ft. = \$70,000 per year.

3. Five-Year and Ten-Year Filming Costs:

25X1A Using the formula and values indicated in para. III C in the first paper ("Question I") of this series, the microform reduction requirement for remaining within the present capacity of the [REDACTED] for five years is 3,500 cu.ft. (annual average)...and for ten years is 5,500 cu.ft. (annual average).

Adding to each figure one-seventieth of its value (representing the space required to store the film), the volume of records which must be filmed becomes:

For five years - 3,550 cu.ft. (annual average)  
For ten years - 5,580 cu.ft. (annual average)

25X1A It follows that the cumulative filming costs, @ \$20 per cu.ft., for remaining within the present [REDACTED] are:

For five years - \$ 350,000 (cumulative cost)\*\*  
For ten years - \$1,100,000 (cumulative cost)

\* Approximate rule: 1¢ per page/2000 pages per cu.ft. = \$20 per cu.ft.  
(Cost of film, development, camera and labor)

\*\*See the "Question IV" paper in this series for microfilm vs. building comparison.

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